



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 3 [Classified Competitive]			Salary P18 \$45,053.25 - \$63,537.63
Posting Number 149-17	Position Number 953202	Number of Positions 1	Posting Period * From: 8/11/2017 To: 8/25/2017
Location: Epidemiology, Environmental & Occupational Health Consumer Environmental & Occupational Health Services Public Health & Food Protection Program 135 East State Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Processes Certificates of Free Sale. Ensures that Certificates of Free Sale are properly recorded, notarized and mailed, and handles inquiries concerning status of Certificates and other related administrative matters.</p> <p>Conducts investigations, collects product samples, reviews records, reviews lab analysis results in compliance with the European Union requirements for the import of certain food and drug products associated with Certificates of Free Sale requests.</p> <p>Provides technical information to the food, drug and cosmetic industry on obtaining Certificates of Free Sale and food cosmetic licenses.</p> <p>Processes applications and licenses for food/cosmetic, drug, refrigerated warehouses, non-alcoholic beverage, milk, and frozen dessert establishments.</p> <p>Monitors and tracks progress of the FDA Food Inspection Contract and prepares quarterly and yearly progress reports to FDA. Maintains files for the Public Health & Food Protection Program.</p> <p>Prepares correspondence and regulatory letters to firms that are found not in conformance with food and cosmetic license requirements.</p> <p>Prepares & distributes initial and renewal food, drug and cosmetic license application packets.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: One (1) year of experience in a health or social service related program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: <i>PSTEEOH@doh.nj.gov</i> Mail the required documents to: Susan Way, Executive Assistant 1 Epid., Environmental and Occupational Health Reference Posting #149-17 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 			
		<p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume State of NJ Employment Application (nj.gov/health/forms/dpf-663.dot). 	
		<p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.